Maryland Port Administration
Reporting Agency
Human Resources
Division or Unit

**Department of General Services** 

Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275

Page 1 of 5 51469-2287 Prepare in Duplicate

Retain one (1) copy and forward original to address

on left.

#### CERTIFICATE OF RECORDS DISPOSAL

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Personnel Records	2543	98	1980-2002	46		
	Recognis Records See attached						
	i						
	,						
		я.					

I hereby give permission to the records keeper to mark the above boxes and have ready for disposal by approved recycling company. 1 6 3-12 company

I hereby certify that the records listed above were disposed of as indicated

Signature

DGS 550-2 (rev. 1/93)

alisha Jackson

Office Clerk 1

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51469-2287

## RECORDS REQUESTED TO BE DESTROYED (NLP) RETENTION FACILITY - 2011

Office Service will complete and provide

		T	T			,		min promo
Request Date	Person Requesting	Department	Departments Records Coordinator	File Name or Box Name	File # or Box.#	Date set to be removed	Vangel signature of assigned driver	Certificate of destruction received
9-15-11	nang Lawlor	HR	Mana Lawlor	80's mise				10001100
				1990-1991				
				1991-1992				
				1993 Bay 1 + 2				
				1994 Box 1 = 2				
				1995 Box1 +2				
41.			•	1996				
				1997				
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				1999				
				2000				
				2001				
				2002				
Signature: Nang Londo Date: 9-15-11 Signature: Date: Date: Date: Appointed Department Records Coordinator Records Coordinator								
Signature	e:		Date:	Signature:			Date:	
	Office Services -	Records Manag	ement Coordinator		Services - R			
NLP is clo	sing - files,records,bo	oxes once remove	d will not be able to return. (	Relocation) of files/records to (DMT) Dunr or OFS Records Management - Attach				ordinator rvalidation.
Only ren	nove what is listed	on the form -	Paper work and approv	als are needed for additional reque	st	Sandilly was the state of the	And the second section of the section of t	Appropriate the second
Office S				als are needed for additional reque the person assigned until the requ				
Office				the person assigned until the requ	iest is comp	петеа	and the state of t	Action 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
PROPERTY.		requesting dep	parments assigned rep v	with the preperation of records to be p	icked up by	Vangel.		
DEPART	MENT RECORDS A	RE PRIVATE - NO	O ONE IS TO VIEW OR PU	LL ANOTHER DEPARTMENTS RECOR	RDS - Accept	for Office	Services with appr	ovals

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51469-2287

# RECORDS REQUESTED TO BE DESTROYED (NLP) RETENTION FACILITY - 2011

Office Service will complete and provide

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Request Date	Person Requesting	Department	Departments Records Coordinator	File Name or Box Name	File # or Box #	Date set to be removed	Vangel signature of assigned driver	Certificate of destruction received
9-15-11	1 Karray Lautor	HR	nana Lawlor	A		101110100	Givei	received
			/ /	61, 2, 3, 4				
				C1				
				D123				
				51,2				
				F				
				61,23				
				HR 6-4				
				H1, 2, 3,4				
				一三, 五, 人				
				JK Files				
		1 .		m				
Signature	ex <u>Agn</u> Appointed Depar		Date:	Signature	Donorton and	Andread	Date:	
	/	,,		Appointed	Department	Assistant		
Cianatur								
Signature	Office Services			Signature:				
	Office Services -	Records Manag	ement Coordinator	Office	Services - R	ecords Esc	ort	
Please n	and this twice - one	for the requirectiv	or Coordinator and and for	Relocation) of files/records to (DMT) Dunn r OFS Records Management - Attach t				
Only ren	nove what is listed	on the form -	Paper work and approva	als are needed for additional reques	s <b>t</b>	Action Section Section 4	State Sandard and the State Contract of the	granderia lenang in talah
Office S	ervice Escort will	open/close doc	ers and will remain with	the person assigned until the reason	-	e de la compania del compania del compania de la compania del la compania de la compania del la compania	To find that permitted to the results	
Office Se	unices will reciet th			the person assigned until the requ	est is comp	neted	The state of the s	Argument and a contract of
				rith the preperation of records to be pi				
DEPART	MENT RECORDS AF	SE DOMATE - NO	ONE IS TO VIEW OF BUI	I ANOTHED DED ADTERDADA	and the second second			

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### RECORDS REQUESTED TO BE DESTROYED (NLP) RETENTION FACILITY - 2011

LITY - 2011 <sup>51469-2287</sup>

Office Service will complete and provide Request Person Date set | Vangel signature Certificate of Departments File # or Department File Name or Box Name of assigned Date to be Requesting **Records Coordinator** destruction Box# removed driver received 9-15-1 Signature: Signature: Date: Appointed Department Records Coordinator Appointed Department Assistant Signature: Date: Signature: Office Services - Records Management Coordinator Office Services - Records Escort NLP is closing - files, records, boxes once removed will not be able to return. (Relocation) of files/records to (DMT) Dunmar will be decided by Office Services/Dept Coordinator Please print this twice - one for the requesting Coordinator and one for OFS Records Management - Attach the customers email or written request for validation. Only remove what is listed on the form - Paper work and approvals are needed for additional request Office Service Escort will open/close doors and will remain with the person assigned until the request is completed Office Services will assist the requesting department's assigned rep with the preparation of records to be picked up by Vangel. DEPARTMENT RECORDS ARE PRIVATE - NO ONE IS TO VIEW OR PULL ANOTHER DEPARTMENTS RECORDS - Accept for Office Services with approvals

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# RECORDS REQUESTED TO BE DESTROYED (NLP) RETENTION FACILITY - 2011 51469-2287

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Request	Person Requesting	Department	Departments Records Coordinator	File Name or Box Name	File # or Box #	Date set to be removed	Vangel signature of assigned driver	Certificate of destruction received		
9-15-11	Ylang Lauker	HR	Marry Laufor	132-9				received		
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Signature	Signature: Mana Salar Date: 9-15-11 Signature: Date:									
Appointed Department Records Coordinator				3	Appointed Department Assistant					
Signature	). 		Date: _	Signature:			Date:			
	Office Services -	Records Manage	ement Coordinator	Office Services - Records Escort						
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NLP is clo	sing - files,records,bo	xes once removed	will not be able to return. (	Relocation) of files/records to (DMT) Duni	nar will be dec	ided by Offic	e Services/Dept Coo	rdinator		
15 To 711 Post P	the dias twice - one.	or me requestin	g coordinator and one to	r Or S Records Management - Attach	the customo	re amail and		** * **		
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	DEPARTMENT RECORDS ARE PRIVATE - NO ONE IS TO VIEW OR PULL ANOTHER DEPARTMENTS RECORDS - Accept for Office Services with approvals									